



**UNITED STATES EMBASSY, COTONOU**

**VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 017/15-T**

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Electrical Technician, FSN-05; FP-09  
Training level

**OPENING DATE:** April 27, 2015

**CLOSING DATE:** May 11, 2015

**WORK HOURS:** Full Time; 40 hours/week

**\*SALARY:** AEFM, FP-9: \$32,498 to 47,725\*  
USEFM/NOR EFM/NOR MOH/NOR  
FP-9: \$27,982 to \$41,093\*

OR/OR MOH, FSN-05:  
CFA 4,336,975 to CFA 7,598,401

**NOTE: ALL QUALIFIED ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND ABLE TO QUALIFY FOR A BENINESE WORK PERMIT.**

The U.S. Embassy in Cotonou is seeking an individual for the position of **Electrical Technician** in the Embassy Facility Maintenance Section.

Please note that this position is being advertised at the full performance level under vacancy announcement N0. 017/15. Respond only to the vacancy announcement for which you are qualified.

Applicants *must* submit a cover letter, a completed DS-174 (resume is not accepted). Required certificates should be attached as well as residency documents for third-country nationals. Applications without those documents are not considered.

## BASIC FUNCTION OF POSITION

Incumbent is employed as an Electrical Technician in the Facility Maintenance (FM) Section to accomplish skilled maintenance and repair work at the journeyman level on the New Embassy Compound (NEC) to include office buildings, grounds, out buildings, and ancillary structures. Performs preventive maintenance on the electrical power and lighting distribution systems and related components. Responds to 24-hour emergency calls. Reports directly to the Building Engineer.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 229 21 30 06 50, Ext. 4272/4291.

## QUALIFICATIONS REQUIRED:

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

a) Education and Work Experience (*only reply to **one** of the below*):

Completion of secondary school required. Completion of one-year vocational training program from an accredited institute recognized as producing journeyman level technicians with specialization in the Electrical field is required. The incumbent will have completed courses of study covering the principles of AC and DC circuitry, power distribution, control wiring, circuit amperage and safe wiring practices for office and residential buildings, use of diagnostic equipment and electrical meters, and commercial wiring standards including power generation and distribution; **plus** a minimum of three (3) years of journey-level experience in the repair and maintenance of electrical equipment and systems, power generation and electrical distribution systems, grounding, and control circuitry to include one (1) year of work experience in operations and maintenance of electrical systems in large commercial or industrial compounds. Work experience must demonstrate a progression of increased responsibility working on complex sophisticated equipment and components, including operation and maintenance, and troubleshooting.

OR

Completion of technical secondary education in Electricity; **plus** a minimum of four (4) years of journey-level experience in the repair and maintenance of electrical equipment and systems, power generation and electrical distribution systems, grounding, and control circuitry to include one (1) year of work experience in operations and maintenance of electrical systems in large commercial or industrial compounds. Work experience must demonstrate a progression of increased responsibility working on complex sophisticated equipment and components, including operation and maintenance, and troubleshooting.

b) Language Proficiency:

Level II English (Limited Knowledge) speaking, reading and writing.

Level III French (Good Working Knowledge) speaking, reading and writing.

**English proficiency will be tested.**

c) Knowledge:

The incumbent must know how to install circuits and electrical apparatuses, diagnose electrical problems in circuitry, make repairs that meet or exceed the standards of the International Building Code (IBC), and what constitutes proper preventive maintenance. Must know how to use diagnostic equipment and be able to analyze readings to determine what and where the electrical problem is located. Must know how to use safety equipment when working near energized equipment and parts. Must know how to read and interpret construction and as-built drawings, schematics, manufacturers shop drawings, and performance curve charts and graphs. Must have a thorough knowledge of ohms law and how to apply its formulas to circuit analysis. Must have a very good technical understanding of major building electrical systems, switchgear, panel boards, lighting and power outlets, equipment, and control wiring. Knowledge of reading technical documents, interpreting maintenance plans and technical literature is required and highly emphasized.

d) Skills and Abilities:

The incumbent must have superior skills and abilities in the following areas: diagnosing and repairing electrical power generating and distribution systems, lighting and power branch circuit systems and components, and taking equipment readings with various meters. Must be skilled and comfortable using hand tools, power tools, and specialty tools to determine appropriate repairs. Must be able to use tools of the trade in order to install, troubleshoot and repair building electrical systems, and work with the mechanical technicians when repairs or replacement of control circuits, wiring, and associated devices needs to be performed. Must have substantial skill in comprehending engineering reports, specifications, and related materials in English.

Must be skilled using the MS Office Suite (Word, Excel, Power Point, etc.) software; able to apply basic math and algebra skills when sizing equipment; able to read and interpret construction and as-built drawings, and manufacturers technical literature; able to research the internet to find replacement parts for systems and equipment; and knowledgeable of troubleshooting techniques and industry best practices to correct/resolve HVAC issues quickly. Must comprehend engineering reports, specifications and related materials in English.

**Computer proficiency will be tested. Electrical knowledge and skills will be tested.**

## **SELECTION PROCESS**

When fully qualified, both US Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and the residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Priority consideration will be given to RIFed U.S. Mission to Benin former LES for a period of twenty-four (24) months after the date of separation. Such an applicant must qualify for the announced vacancy and must present an evaluation record for the past five years that demonstrates consistent effectiveness as an employee.

## **TO APPLY**

**Interested candidates for this position must submit the following or HR cannot consider the application:**

**NB: Items A & B must be in English.**

- A. Cover letter.
- B. Universal Application for Employment (UAE) as Locally Employed Staff or a Family Member **(DS-174)**;
- C. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

**This preference can only be applied for hire once per agency at the same post.**

- D. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **HOW TO SUBMIT AN APPLICATION**

Application packages containing all the information listed in items “A” through “D” above can be scanned into pdf format and sent as a single file to the following E-mail address. Files should not

exceed 10 MB or they may be rejected by the embassy's server. **Paper applications mailed to the embassy will not be accepted for this vacancy announcement.**

**SUBMIT APPLICATION TO:**

Management Officer  
United States Embassy  
Rue Caporal Bernard Anani  
01 B.P. 2012, Cotonou  
Telephone: +229 21 30 06 50  
Fax: +229 21 30 19 74  
E-mail: [hrocotonou@state.gov](mailto:hrocotonou@state.gov)

**CLOSING DATE FOR THIS POSITION: May 11, 2015 at 17.30**

The U.S. Mission in Cotonou provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices and/or courts for relief.

**DEFINITIONS**

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority:
  - a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or
  - b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

6. **Ordinarily Resident (OR)** - A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.